

## Exhibit 300: Capital Asset Plan and Business Case Summary

### Part I: Summary Information And Justification (All Capital Assets)

#### Section A: Overview (All Capital Assets)

**1. Date of Submission:** 2010-03-23 17:31:31

**2. Agency:** 393

**3. Bureau:** 00

**4. Name of this Investment:** Order Fulfillment and Accounting System (OFAS)

**5. Unique Project (Investment) Identifier:** 393-00-01-01-01-0012-00

**6. What kind of investment will this be in FY 2011?:** Operations and Maintenance

- Planning
- Full Acquisition
- Operations and Maintenance
- Mixed Life Cycle
- Multi-Agency Collaboration

**7. What was the first budget year this investment was submitted to OMB? \***

**8. Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap; this description may include links to relevant information which should include relevant GAO reports, and links to relevant findings of independent audits.**

The National Archives and Records Administration (NARA) Order Fulfillment and Accounting System (OFAS) is a software solution used by the NARA Trust Fund to account for revenue generated by customer requests. OFAS comprises a number of software applications that integrate with one another to a common database. This combination of applications is known as OFAS and it is deployed at more than 25 sites around the country. First deployed in September 1999, OFAS fully replaced the Service Order System (SOS) in May 2000. OFAS also provides an integrated Point of Sale solution and an eCommerce site with real time inventory management. In addition to replacing the existing functionality found in the SOS system and providing Point of Sale functionality, OFAS provides support for NATF Form 80s (forms used to order copies of (1) Ship Passenger Arrival Records (2) Census Records (3) Eastern Cherokee Applications (4) Land Entry Files (5) Federal Pension or Bounty Land Warrant Applications and (6) Military Service Records) and NATF Form 72 (used for other reproduction orders) processing through a variety of applications, including form image scanning, intranet web order entry, and workflow order tracking using the Siebel Order Online solution. OFAS is built upon two COTS products, Microsoft Great Plains and Compass Technologies Point of Sale. OFAS fulfills NARA's agency gap of needing a system to collect and record money received from the public.

**a. Provide here the date of any approved rebaselining within the past year, the date for the most recent (or planned) alternatives analysis for this investment, and whether this investment has a risk management plan and risk register.**

**9. Did the Agency's Executive/Investment Committee approve this request? \***

**a. If "yes," what was the date of this approval? \***

**10. Contact information of Program/Project Manager?**

- Name: \*
- Phone Number: \*
- Email: \*

**11. What project management qualifications does the Project Manager have? (per FAC-P/PM)? \***

- Project manager has been validated according to FAC-PMPM or DAWIA criteria as qualified for this investment.
- Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment.
- Project manager assigned to investment, but does not meet requirements according to FAC-P/OM or DAWIA criteria.
- Project manager assigned but qualification status review has not yet started.
- No project manager has yet been assigned to this investment.

**12. If this investment is a financial management system, then please fill out the following as reported in the most recent financial systems inventory (FMSI):**

Financial management system name(s)	System acronym	Unique Project Identifier (UPI) number
*	*	*

**a. If this investment is a financial management system AND the investment is part of the core financial system then select the primary FFMIA compliance area that this investment addresses (choose only one): \***

- computer system security requirement;
- internal control system requirement;
- core financial system requirement according to FSIO standards;
- Federal accounting standard;
- U.S. Government Standard General Ledger at the Transaction Level;
- this is a core financial system, but does not address a FFMIA compliance area;
- Not a core financial system; does not need to comply with FFMIA

## Section B: Summary of Funding (Budget Authority for Capital Assets)

1.

<b>Table 1: SUMMARY OF FUNDING FOR PROJECT PHASES</b> <b>(REPORTED IN MILLIONS)</b> (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY1 and earlier	PY 2009	CY 2010	BY 2011	BY+1 2012	BY+2 2013	BY+3 2014	BY+4 and beyond	Total
Planning:	*	*	*	*	*	*	*	*	*
Acquisition:	*	*	*	*	*	*	*	*	*
Subtotal Planning & Acquisition:	*	*	*	*	*	*	*	*	*
Operations & Maintenance:	*	*	*	*	*	*	*	*	*
Disposition Costs (optional):	*	*	*	*	*	*	*	*	*
SUBTOTAL:	*	*	*	*	*	*	*	*	*
Government FTE Costs should not be included in the amounts provided above.									
Government FTE Costs	*	*	*	*	*	*	*	*	*
Number of FTE represented by Costs:	*	*	*	*	*	*	*	*	*
TOTAL(including FTE costs)	*	*	*	*	*	*	*	*	*

2. If the summary of funding has changed from the FY 2010 President's Budget request, briefly explain those changes:

\*

## Section C: Acquisition/Contract Strategy (All Capital Assets)

1.

Table 1: Contracts/Task Orders Table

Contract or Task Order Number	Type of Contract/Task Order (In accordance with FAR Part 16)	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start date of Contract/Task Order	End date of Contract/Task Order	Total Value of Contract/Task Order (M)	Is this an Interagency Acquisition? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UESC, EUL, N/A)	Is EVM in the contract? (Y/N)
NAMA-09-F-0046	Fixed Price	Y	2009-05-27	2009-06-01	2014-05-31	\$3.9	*	*	*	*	*

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

\*

3. Is there an acquisition plan which reflects the requirements of FAR Subpart 7.1 and has been approved in accordance with agency requirements? \*

a. If "yes," what is the date? \*

## Section D: Performance Information (All Capital Assets)

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
2007	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	14.1 days	Decreases by 1%	17.4 days
2007	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percent of Fixed Fee Reproduction orders completed in 20 working days or less.	86%	Increases by 2%	72.06%
2007	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average cost to process a Fixed Fee Reproduction order	\$28.74	Decreases by \$0.25	\$26.67
2007	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.85%	99.9%	99.8%
2008	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	17.4	Decreases by 1 day	22.7
2008	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Complete a percentage of Fixed Fee Reproduction orders in 20 working days or less.	72.06%	Increases by 2%	67.87%
2008	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average cost to process a Fixed Fee Reproduction order	\$26.67	Decreases by \$0.25	\$30.59
2008	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.8%	99.9%	99.9%
2009	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere,	*	*	Average order completion time (days)	22.7	Decreases by 1 day	17.7

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	anytime						
2009	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Complete a percentage of Fixed Fee Reproduction orders in 20 working days or less.	67.87%	Maintain 90%	90.47%
2009	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Decrease the average cost to process a Fixed Fee Reproduction order.	\$30.59	Decreases by \$0.25	\$38.06
2009	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.9%	99.9%	99.9%
2010	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	17.7	Decreases by 1 day	TBD
2010	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Complete a percentage of Fixed Fee Reproduction orders in 20 working days or less.	90.47%	Maintain 90%	TBD
2010	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Decrease the average cost to process a Fixed Fee Reproduction order.	\$38.06	Decreases by \$0.25	TBD
2010	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.9%	Maintain 99.9%	TBD
2011	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Conduct annual assessment of product profitability and cost recovery	TBD	Yes/No	TBD
2011	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percentage of users that are satisfied with the system	TBD	75%	TBD
2011	Goal 4, We will	*	*	Average order	TBD	Decreases by 1	TBD

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	provide prompt, easy, and secure access to our holdings anywhere, anytime			completion time (days)		day	
2011	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.99%	Maintain 99.9%	TBD
2012	Goal 4. We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Conduct annual assessment of product profitability and cost recovery	TBD	Yes/No	TBD
2012	Goal 4. We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percentage of users that are satisfied with the system.	TBD	77%	TBD
2012	Goal 4. We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	TBD	Decreases by 1 day	TBD
2012	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.99%	Maintain 99.9%	TBD
2013	Goal 4. We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Conduct annual assessment of product profitability and cost recovery	TBD	Yes/No	TBD
2013	Goal 4. We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percentage of users that are satisfied with the system.	TBD	79%	TBD
2013	Goal 4. We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	TBD	Decreases by 1 day	TBD
2013	Goal 6. We will equip NARA to meet the	*	*	Percentage of time that internal network	99.99%	Maintain 99.9%	TBD

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	changing needs of our customers			are available.			
2014	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Conduct annual assessment of product profitability and cost recovery	TBD	Yes/No	TBD
2014	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percentage of users that are satisfied with the system.	TBD	81%	TBD
2014	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	TBD	Decreases by 1 day	TBD
2014	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.99%	Maintain 99.9%	TBD
2015	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Conduct annual assessment of product profitability and cost recovery	TBD	Yes/No	TBD
2015	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percentage of users that are satisfied with the system.	TBD	82%	TBD
2015	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	TBD	Decreases by 1 day	TBD
2015	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.99%	Maintain 99.9%	TBD
2016	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere,	*	*	Conduct annual assessment of product profitability and cost recovery	TBD	Yes/No	TBD



Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	anytime						
2016	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percentage of users that are satisfied with the system.	TBD	83%	TBD
2016	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	TBD	Decreases by 1 day	TBD
2016	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.99%	Maintain 99.9%	TBD
2017	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Conduct annual assessment of product profitability and cost recovery	TBD	Yes/No	TBD
2017	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percentage of users that are satisfied with the system.	TBD	84%	TBD
2017	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Average order completion time (days)	TBD	Decreases by 1 day	TBD
2017	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.99%	Maintain 99.9%	TBD
2018	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Conduct annual assessment of product profitability and cost recovery	TBD	Yes/No	TBD
2018	Goal 4, We will provide prompt, easy, and secure access to our holdings anywhere, anytime	*	*	Percentage of users that are satisfied with the system.	TBD	85%	TBD
2018	Goal 4, We will	*	*	Average order	TBD	Decreases by 1	TBD

Table 1: Performance Information Table							
Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	provide prompt, easy, and secure access to our holdings anywhere, anytime			completion time (days)		day	
2018	Goal 6. We will equip NARA to meet the changing needs of our customers	*	*	Percentage of time that internal network are available.	99.99%	Maintain 99.9%	TBD

## Part III: For "Operation and Maintenance" investments ONLY (Steady State)

### Section A: Cost and Schedule Performance (All Capital Assets)

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
System Development and Implementation	\$4.2	\$4.2	2002-12-01	2002-12-01	2003-11-30	2003-11-30	100.00%	100.00%
FY 2004 Operations and Maintenance	\$0.9	\$0.8	2003-12-01	2003-12-01	2004-11-30	2004-11-30	100.00%	100.00%
FY 2005 Operations and Maintenance	\$1.0	\$0.9	2004-12-01	2004-12-01	2005-11-30	2005-11-30	100.00%	100.00%
FY 2006 Operations and Maintenance	\$1.0	\$0.7	2005-12-01	2005-12-01	2006-11-30	2006-11-30	100.00%	100.00%
FY 2007 Operations and Maintenance	\$1.0	\$0.8	2006-12-01	2006-12-01	2007-11-30	2007-11-30	100.00%	100.00%
FY 2008 Operations and Maintenance	\$0.7	\$0.7	2007-12-01	2007-12-01	2008-11-30	2008-11-30	100.00%	100.00%
FY 2009 Operations and Maintenance	\$1.1	\$1.0	2008-12-01	2008-12-01	2010-05-31	2010-05-31	100.00%	100.00%
FY 2010 Operations and Maintenance	\$0.8	\$0.1	2010-06-01	2010-06-01	2011-05-31		17.00%	17.00%
FY 2011 Operations and Maintenance	*	*	2011-06-01		2012-05-31		0.00%	0.00%
FY 2012 Operations and Maintenance	*	*	2012-06-01		2013-05-31		0.00%	0.00%
FY 2013 Operations and Maintenance	*	*	2013-06-01		2014-05-31		0.00%	0.00%
FY 2014 Operations and Maintenance	*	*	2014-06-01		2015-05-31		0.00%	0.00%
FY 2015 Operations and Maintenance	*	*	2015-06-01		2016-05-31		0.00%	0.00%
FY 2016	*	*	2016-06-01		2017-05-31		0.00%	0.00%

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
Operations and Maintenance								
FY 2017 Operations and Maintenance	*	*	2017-06-01		2018-05-31		0.00%	0.00%

\* - Indicates data is redacted.